



MABEL MAE S. FUENTES

WITH UAE DRIVING LICENSE

SECRETARY / ADMIN

CONTACT

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mabelmaefuentes@yahoo.com

Abu Dhabi, UAE

EDUCATION

2001-2005

CAPITOL UNIVERSITY

Bachelor of Science in Management
Cagayan De Oro, Philippines

2008

AL KHAWARIZMI

INTERNATIONAL COLLEGE

Principles of Accounting
Abu Dhabi, UAE

SKILLS

- Computer Literate
- Teamwork
- Effective Communication
- Emotional Intelligence
- Customer Service

VISA STATUS

Under husband's visa

PROFILE

Detail-oriented Business Administrator with more than 10 years of experience in streamlining office operations and enhancing efficiency. Adept at collaborating with cross functional teams and providing exceptional support to Management. Demonstrated ability to adapt quickly to new processes and technologies, ensuring seamless business operations.

WORK EXPERIENCE

International Air Transport Association (IATA) FEB. 5, 2024 - FEB. 5, 2025

Administrative Coordinator - Temporary

- Managing diaries and appointments.
- Maintaining filing systems.
- Contacting potential and existing customers on the phone, by email, and in person.
- Monitors company's documents and keep them updated (trade license, contracts, etc.).
- Prepares Quotations.
- Keep stock of office supplies and place orders when necessary..
- Arranging Supplier/ vendor payments.
- Prepares Goods received note (GRN).
- Follow up orders & requests

Madi International L.L.C.

Operation's Administrator

MARCH 22, 2021- APRIL 30, 2023

- Managing diaries and appointments.
- Drafting of letters.
- Maintaining filing systems.
- Handling customer questions, inquiries, and complaints.
- Building and maintaining a CRM database.
- Monitors company's documents and keep them updated (trade license, contracts, etc.).
- Coordinate with HR department to make sure that all employees are legally employed.
- Keep stock of office supplies and place orders when necessary.
- Arranging repaired items for Client's distribution.
- Submit timely reports and prepares presentations & Client's quotations

Nazih Trading L.L.C.

Administrative Coordinator

SEPTEMBER 15, 2015- SEPTEMBER 30, 2020

- Managing diaries and appointments Drafting of letters.
- Maintaining filing systems.
- Maintaining the office supplies' stock level and place an order when necessary.
- Arranging repaired items for Client's distribution.
- Manage emails, letters, packages, phone calls and other forms of correspondence.
- Submit timely reports and prepares presentations & quotations.

Ohara Flowers

Secretary/ Accounting Clerk

DECEMBER 1, 2011- JUNE 30, 2015

- Managing diaries and appointments.
- Drafting of letters Maintaining filing systems.
- Collects and prepares all Client orders.
- Responsible for the daily counting of sales and bank deposits.
- Handling Petty Cash.
- Attend telephone calls and customers' inquiries.
- Responsible for the renewal of the company's trade license, establishment card and employees Residence visa.
- Arranging the travel and hotel booking requirements of each employee.
- Create and maintains database for suppliers and clients.
- Coordinates with suppliers in purchasing store items.
- Prepares Client's Invoice and quotations.
- Completing other task given by the Branch Manager and Accountant.

United International Group

Recruitment Assistant

NOVEMBER 16, 2006- AUGUST 8, 2010

- Monitors the workers movement/ deployment.
- Prepares LPO & manpower quotations.
- Updates the Operational Chart every end of the month.
- Monitors, collects & prepares worker's timesheets at the end of the month. for payroll purposes.
- Distributes workers salary cards.
- Prepares candidate's document for work permit & visa application.
- Notifies the sub agents for the workers pre-departure.
- Monitors idle workers for deployment.
- Prepares workers cancellation and flight bookings.
- Collects applicant's CV & other documents for screenings.

REFERENCE

Available upon request.